



DEPARTMENT OF THE ARMY  
SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY  
UNIT 28125  
APO AE 09114-8125

AETT-NCO-CO

10 September 2025

MEMORANDUM FOR RECORD

SUBJECT: 7th Army NCOA Basic Leader Course (BLC) Welcome Letter

1. Congratulations on your selection and welcome to the 7th Army Noncommissioned Officer Academy! Your selection demonstrates the Army's trust and confidence in your leadership potential and ability to serve in positions of greater responsibility. Our mission, while you are assigned to the NCOA, is to provide challenging, academic, and performance-based assessments in a learner-centric environment. We aim to develop critical and creative thinkers capable of solving problems and building teams to achieve decisive victories in a complex world.
2. The Basic Leader Course (BLC) is a 22-academic day resident course consisting of 169 academic hours, focusing on six NCO Common Core Competencies: Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build the basic leader and trainer skills needed to lead a team-sized element, while also providing a foundation for continued development within the Professional Military Education (PME) learning continuum. Attendance is on a priority basis.
3. Attendance: Unit commanders must ensure selected Soldiers can meet all graduation requirements and are free from concerns that may detract from their full participation in the curriculum, such as financial issues, medical appointments, or personal obligations. Commanders then place qualifying Soldiers on an Order of Merit List (OML) according to the following criteria:
  - a. First Priority: Soldiers newly promoted to Sergeant (SGT).
  - b. Second Priority: Specialists (SPC) promotable
  - c. Third Priority: Specialists (SPC) not currently promotable.
4. The NCO Academy does not provide transportation; all Soldiers are responsible for coordinating their travel. Soldiers traveling from outside the local area must have an approved travel authorization in DTS by the specified report date and time. Billeting is limited to Soldiers with a valid ATRRS reservation and listed on the USAREUR-AF class roster for RAF personnel. Any exceptions to this policy require coordination with the Chief of Training prior to the report date.
  - a. Early Reporting: Soldiers with a valid ATRRS reservation traveling from outside Tower Barracks, Rose Barracks, and Hohenfels may report on the evening prior to the scheduled report date, no earlier than 1800 hours. Check in with the Staff Duty NCO at building 3380.

b. Report Day: All Soldiers with a valid ATRRS reservation must report to building 3444 at 0700 hours for accountability formation.

c. Walk-on Procedures: Soldiers seeking to walk onto the course must report to building 3444 at 0930 hours for accountability formation. Walk-on seats will be allocated based on availability and the priority list outlined below.

- (1) USAREUR-AF Sergeants
- (2) USAREUR-AF SPC Promotable
- (3) USAREUR-AF SPC Not Currently Promotable
- (4) RAF Soldiers, following the above sequence

5. BLC Admission Requirements:

a. Submit the BLC packet and required documents to the NCOA student packet submission website at <https://forms.osi.apps.mil/r/DQPeVF1343> no later than seven days prior to the class start date.

- (1) DA Form 705 (Last record ACFT valid until January 2026 for tests completed before 1 June 2025)
- (2) DA Form 5500/5501 (within 60 days)
- (3) DTS Travel Authorization Form (Civilian Form)
- (4) DA Form 3349 (if applicable)

b. Meet height and weight standards as outlined in AR 600-9

c. Have no suspension of favorable personnel actions (flags) or pending flags.

d. Arrive prepared to meet all graduation requirements and perform supporting individual tasks, including Physical Readiness Training (PRT) IAW ATP 7-22.02, Drill and Ceremony, and tasks outlined in the Soldier's Manual of Common Tasks (SMCT).

e. Possess a valid Common Access Card (CAC), ensuring it is not expiring during BLC and has unlocked certificates, and NIPR)/Army 365 account.

f. Have a complete NCOA packing list, **version 10.0**, from the BLC packet.

g. Soldiers have 72 hours from the report date to correct any deficiencies or provide missing requirements. Missing items will be given to the Staff Duty NCO after 1800 hours, in duty uniform. Failure to provide required documentation and/or

items within the established time limit will result in disenrollment from the course and return to the assigned unit.

6. Additional Requirements:

a. Soldiers with medical profiles due to an operational deployment will be permitted by their immediate commander to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the BLC with a copy of their current profile and memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to an operational deployment.

b. Soldiers with medical profiles due to non-operational deployment injuries can attend courses within the guidelines of their profile if they can meet all physical requirements of the course, including any physical fitness graduation requirements and if there are no recurring physical or operational therapies needed for recovery that would cause the Soldier to miss training. The Soldier's PCM must concur on the profile with the Soldier's ability to meet the physical requirements of the designated course. The Soldier's profile must state "Soldier can meet physical requirements of BLC."

c. Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile, provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349, and the results of their MOS Administrative Retention Review as part of the course application.

d. Soldiers who have been before a MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not dis-enroll or deny enrollment of Soldiers into the course based on physical limiting conditions on their physical profile, IAW MOS Administrative Retention Review adjudication.

e. Pregnancy and Postpartum: In accordance with current US Army policy, Soldiers who are pregnant or within 365 days postpartum are afforded flexibility in meeting PME attendance requirements. Soldiers within this category may request a deferral of attendance, or accept their OML attendance with accommodations as determined by their PCM. A memorandum from the Soldier's PCM documenting the ability to participate in BLC and meet all graduation requirements is required for Soldiers who are pregnant or currently within their postpartum profile (typically within 42 days). Postpartum Soldiers within their postpartum period are exempt from Height and Weight standards but must meet all other graduation requirements, to include the AFT.

f. The NCOA will deny enrollment to Soldiers not meeting any one of the above prerequisites.

7. Army Fitness Test (AFT): All Soldiers will complete an AFT within 72 hours of reporting to the course. While the AFT is not a graduation requirement until 1 January 2026, it must still be completed upon arrival.

8. Height and Weight/Body Fat Assessment: Screening will be conducted during Module 2, following the AFT. A current passing supplemental body fat assessment from an Army agency (not older than 30 days from the course start date) is acceptable. Units must submit DA Form 5500 or 5501, along with the agency's results printout, to the NCOA Chief of Training.

a. Body Fat Assessment Exemption: AFT body fat exemptions must not be older than 8 months from report day. Exemptions must be annotated on DA 5500/01 and DA 705 dated SEP 2025.

(1) ACFT DA705 Body Fat exceptions during the AFT Transition Period: ACFT score-based body fat assessment exemptions valid as prior to 1 June 2025 remain valid for a body fat assessment until the Soldier's next AFT fitness test of record.

(2) Exemptions are not to exceed 8 months for Regular Army (RA) and Active Guard Reserve (AGR), or 12 months for Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS) and U.S. Army Reserve (USAR) from their last ACFT of record.

b. All Soldiers will be initially screened using the One-Site Tape Test. A single re-screening will be conducted no sooner than 7 days after the initial assessment. If a Soldier fails the initial assessment, they will receive counseling and have the following two options:

(1) Undergo a re-screening using the one-site method no earlier than (7) days.

(2) Request a supplemental body fat assessment at the time of counseling following the failed initial screening. The assessment must be administered by a U.S. Army agency. The NCOA will schedule the assessment, if reasonably available, no sooner than seven days after the initial body fat screening.

8. Computer Access Requirements: The NCOA cannot grant A365 entitlements to Soldiers.

a. Soldiers selected to attend BLC must have active Microsoft 365 and NIPR accounts to complete assignments and access course materials. Soldiers are responsible for ensuring all computer access requirements are met and obtaining verification from their Chain of Command prior to arrival at BLC.

b. Soldiers that fall under USAREUR-AF must have a computer account established

AETT-NCO-CO

SUBJECT: 7th Army NCOA Basic Leader Course (BLC) Welcome Letter

by their unit S6. All Soldiers must have a valid Common Access Card (CAC) with an active PIN, and the ability to log onto a computer using their CAC. All CAC certificates must be current and remain valid throughout the duration of the course.

9. Additional information:

a. Privately Owned Vehicles (POVs): Soldiers are authorized at BLC and must be parked in the student parking lot located behind Building 3290. Student's POVs must be able to pass a vehicle inspection.

b. For further information, please visit the 7th Army NCOA website:  
<https://www.7atc.army.mil/NCOA/>.

c. Follow us on Facebook at: <https://www.facebook.com/7thArmyNCOA/>

d. NCOA Staff Duty 24hr number +49 172-4251850.

10. On behalf of the 7th Army NCOA, congratulations on your selection to attend BLC. We look forward to your participation in this important professional development opportunity. Your experience and constructive feedback are invaluable as we strive to deliver the highest quality, outcome-based education for future Non-commissioned Officers.

11. Point of contact for this welcome letter is SSG Justin M. Cole at (314) 569-0414 or at email [justin.m.cole.mil@army.mil](mailto:justin.m.cole.mil@army.mil).

DANIEL PURECO  
SFC, USA  
Chief of Training